

District-Created End-of-Course Exams

Districts who decide to create their own End of Course Exam must do the following:

- **Inform the Department of Education, Office of Accreditation and Teacher Quality of the decision to create an End of Course Exam.**

This question has now been added to the Request for Waiver Form. These forms can be accessed at <http://doe.sd.gov/oatq/accreditation/adminrulewaivers.asp>

Office of Accreditation & Teacher Quality

Administrative Rule Waivers

A school district may apply for a waiver from an administrative rule governing school accreditation in order to implement an alternative plan to meet the administrative rule that will better meet local learning goals, enhance educational opportunities, promote equity, or increase accountability.

The most common reason for applying for such a waiver is to offer a high school level course, taught by a high school certified teacher, to students below grade nine for high school graduation credit. Such an exemption makes the following possible for a student who successfully completes an exempted

Quick Links

- [Current Waiver Holders](#)
- [Chapter 24-43-08 - Rules Governing Waivers](#)
- [School Term State Law](#)
- [EdOnline Overview](#)
- [Contact Information](#)

Policy Statements

- [Course Equivalency Exam](#)
- [High School Credit Granted Before Grade Nine](#)

Forms/Waivers

- [Waiver for High School Credit Before Grade Nine](#) | [PDF](#)
- [Waiver of Credit by Exam](#) | [PDF](#)
- [End of Waiver Term Report Form](#) | [PDF](#)

- **Develop the End of Course Exam**

If a blueprint has been created by the Department of Education, the exam must follow the alignment to the blueprint.

Blueprints can be accessed on the Department of Education End of Course website located at <http://doe.sd.gov/octa/assessment/EOC/index.asp>. An example blueprint is located in Appendix A.

The blueprints which have been developed are:

Algebra I	Government
Algebra II	Physical Science
Biology	Physics
Chemistry	US History
Geography	World History
Geometry	

- **Submission of the District-Created Exam For Approval**

Once the district-created End of Course Exam has been developed it must be submitted to the Department of Education, Office of Curriculum, Technology and Assessment for approval. You may send the information via email to Kim.Cypher@state.sd.us or mail the information to:

Dr. Kimberly A. Cypher
SD Department of Education
Office of Curriculum, Technology and Assessment
700 Governors Drive
Pierre, SD 57501

The following information must be included with your submission:

- Copy of the exam with the answers included
- Completed Blueprint Alignment Form

This form is located on the South Dakota End of Course website.

<p>Blueprint Alignment Form</p> <p>These forms should be used to show how district-created End of Course Exams align to the state-created exam blueprints. If there is not a blueprint, such as Spanish, the generic blueprint should be used.</p> <ul style="list-style-type: none">▸ Algebra 1▸ Algebra 2▸ Biology▸ Chemistry▸ Geography▸ Geometry▸ Government▸ Physical Science▸ Physics▸ United States History▸ World History▸ Generic Blueprint
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- Contact Information
- Formula Sheets (if applicable)

- **Approval Process**

Upon receipt of the documentation required for the District-Created End of Course Exam, you will receive a confirmation email. The exam will be forwarded to the appropriate Curriculum Specialist who will review the information. Questions will be directed to the contact person identified by the district.

- **Approval Letter sent by the South Dakota Department of Education**

Once the exam is approved a letter confirming approval will be sent to the district contact person. A Test Security Form will be included in this letter.

- **Sign and Return Security Form**

All district personnel with access to the end of course exam must sign the Test Security Form and a copy must be sent to the Department of Education, Office of Curriculum, Technology and Assessment. The Test Security Form is located in Appendix B.

- **Informing the State when the Exam will be Administered**

Once you have determined when the End of Course Exam will be administered, email the date of administration and the contact person who is responsible for administering the End of Course Exam to Kim.Cypher@state.sd.us. It is recommended the DOE is notified a minimum of two weeks before the exam is administered.

- **Follow Test Procedure Guidelines**

Step 1. Preparing for the Exam

- **Assessing Your Need**

The exam may be administered to one student, a small group, or an entire class. This depends on the number of students taking the exam and the amount of space available.

- **Choosing the Room**

- It is recommended students are tested in a facility that is familiar to the student.
- The use of the facility for testing should be coordinated with staff and administrators so everyone is aware of the schedule.

- **Length of Exam**

The SDDOE does not require a time limit for End of Course Exams. Because of Test Security it is **strongly recommended** the exam is given in one sitting.

This is a High Stakes Exam and it cannot be stressed enough the importance of allowing enough time for students to take the exam in one sitting.

Step 2. Use of Calculators

Students will be allowed to use permissible calculators. A list of all Permissible and Prohibited Calculators are located in Appendix C.

- All students should have access to school-owned or student-owned calculators for use on the Math and Science Exams
- All students should be familiar with the calculator they are to use on the exam
- Students may use any four-function, scientific, or graphing calculator, unless it has features described in the Prohibited list located in Appendix C

Proctors will be required to modify some of the features of the calculator before it is used. On the day of testing, proctors should check each student's calculator to verify it is a permitted type. Also, monitor calculator use to ensure the student does not store test materials in the calculator's memory, does not share calculators, and uses a backup calculator **only** if a primary calculator fails.

Step 3. Use of Formula Sheets and Periodic Table

Formula Sheets have been developed for the state-created End of Course Exams for Chemistry, Geometry, Physical Science and Physics. These Formula Sheets and Periodic Table are located in Appendix D. You may also use Formula Sheets developed at the district/school level if submitted to and approved by the South Dakota Department of Education.

Step 4. Test Administrator Responsibilities

- Preparing the Room
 - Sign the Test Security Agreement
 - Ensure the exam is not copied or saved
 - Be in the room at all times
 - Understand the End of Course Exam is a high stakes exam and it is very important to maintain Test Security
 - Provide instructions for taking the exam
 - Answer students' questions regarding directions, but not test content
 - Check that students are working independently
 - Report test irregularities on the Test Irregularity Form (Appendix E).

Step 5. Proctoring the End of Course Exam

- **Complete Prior to Testing Day**
 - Print Exam
 - Schedule the room for the testing dates and times
 - Allow enough time for students to take exam at one sitting
 - Review approved list of calculators (Appendix C)
- **Prepare Students for the Exam**
 - Have students take calculators for appropriate exams
 - Have students take paper and pencils
 - Have students bring a book to read in the event they finish the exam early
- **Complete on Day of Testing**
 - Prepare room
 - Testing rooms should be quiet, well lighted, and well ventilated.
 - Before testing, remove from the testing site or cover up all curricular materials that might influence student performance.
 - Place a “TESTING: DO NOT DISTURB” sign on the door.
 - Have a supply of pencils and paper for students to use
 - Keep track of any student that is absent
 - Document irregular student behaviors to aid in interpreting scores
- **What to do When the Students Arrive**
 - Explain the purpose of the exam: Why are they taking this exam?
 - Go over the testing instructions
 - If calculators are used ensure the memory has been cleared
 - If a Formula Sheet or Periodic Table is used, provide each student with a copy
 - Explain the Testing Format
 - Number of Questions
 - Types of Questions
 - Importance of Answering ALL Questions

- **Send Student Results to the South Dakota Department of Education, Office of Curriculum, Technology and Assessment**

All student results must be sent to the South Dakota Department of Education. This information should be reported on the document located in Appendix H.

Information included on this spreadsheet:

- Type of Waiver
 - Credit Earned in Grades Prior to Nine (Credit Before Grade 9)
 - Course Equivalency Exam (Credit By Exam)
- District
- School
- Teacher
- Class (Algebra I, Algebra II, etc)
- Student Name
- Student ID (SIMS Number)
- Grade in School
- Percent Correct